

27 AUG 1968

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Science and Technology  
General Counsel  
Inspector General

SUBJECT : Request for Comments on Revised Fitness Report System

1. The attached proposal by the Deputy Director for Plans recommends changes in our Fitness Report System.

a. Instead of the present five-point scale (Outstanding, Superior, Proficient, Adequate, Weak), there would be a three-point scale (Outstanding, Satisfactory, Unsatisfactory). The rationale here is that only three of the five categories are now used to any degree (Tab A) and the present scale makes it difficult to determine what constitutes an unsatisfactory rating.

b. The reviewing official would have a stronger role in the revised system and would be responsible for ranking individuals and for adjudicating adversely critical reports.

c. There would be a mandatory performance consultation each year as a separate section to the fitness report.

2. Your comments on these proposals would be greatly appreciated and would aid in the current review of this personnel problem. May I have them by 17 September.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OP/PAD/ [REDACTED] : amb (15 Aug 68)

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